



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
UNITED STATES ARMY NONCOMMISSIONED OFFICER ACADEMY
6055 EAST RANGE ROAD
SCHOFIELD BARRACKS, HAWAII 96857-7000

APVG-NCOA

7 December 2009

MEMORANDUM FOR RECORD

SUBJECT: Sponsor Responsibilities for WLC

1. The responsibility of taking care of Soldiers falls directly on the shoulders of the NCO who sponsors the student. Soldier training and their welfare are the responsibility of the Academy.
2. On the Report Day all sponsors will ensure that their Soldiers have the Pre-Execution Checklist and filled out correctly. The First Sergeant's and Commander's contact data must be correct. Sponsors will not depart the Academy until they are briefed by the Deputy Commandant or his representative.
3. During the first 72 hours, any military service member and/or civilian may drop off items at the Academy. The first 72 hours start at 1800 on the Report Day and end at 1800 on Day 3. All money brought to the student will be a hand to hand exchange during the hours of 1800-2000 only.
4. After the first 72 hour period the sponsors in the rank of SGT and above may drop off items to the student between the hours of 1800-2000. Money will be a hand to hand exchange during the hours of 1800-2000 only. The only uniform for sponsors dropping off items or money will be ACUs. Civilians are not allowed to drop off items or money after the 72 hour period.
5. WLC is a non live-in course. Students have the option to stay in the barracks or go home after the training day is complete. If the student is late to formation, first offense, he/she will receive a negative counseling which will make them ineligible for any awards (Distinguished Honor Graduate, Commandant's List, etc) and will not be allowed to go home until graduation. If the student is late and misses a graduation required event (PT evaluation, written exams, STX, etc) he/she will be dismissed from the course.
6. There are no lunch appointments during the WLC course. However, 1SG/CDRs, SGM/CSM, Battalion CDRs and above may schedule a lunch appointment. Appointments will be made with the administrative support tech at (808) 656-0460. No other Soldiers or civilians are permitted to have lunch with a student.
7. Early release or unit recall of a student will be the decision of the BN CSM of the student. The BN CSM must notify the Academy Commandant of his/her request.

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Sponsor Responsibilities for WLC

8. The student's bags and weapon will be picked up by Soldiers in ACUs and in a government vehicle only.
9. Sponsor parking is not allowed inside the Academy. All sponsors and civilians dropping off items will park outside the Academy in the gravel parking lot.
10. POC for this memorandum is the undersigned at (808)656-0228.

//ORIGINAL SIGNED//
CARLOS CANO III
1SG, USA
Deputy Commandant